

# **Madison County Employee Safety Manual**



**DEVELOPED BY  
THE MADISON COUNTY  
SAFETY COORDINATOR  
and  
COUNTY COMMISSION**



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Was adopted  
By  
The Madison County Commission On  
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*Dan Allhands, Chair, Commissioner District 1*

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*Ronald Nye, Commissioner District 2*

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*John Heckler, Commissioner District 3*

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*Attest: Madison County Clerk and Recorder – Paula McKenzie*

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## **SECTION 1**

## **INTRODUCTION**

It is the policy of Madison County to provide and maintain safe and healthful working conditions, routine safety training and education, and to follow practices that will safeguard all employees and result in safe working conditions and efficient operation.

When individuals enter employment with the county, they have a right to expect that they will be provided with a proper place in which to work, and proper equipment with which to do their job, so they will be able to devote their energies to doing their work without danger to their life and health. Only under such circumstances can the association between employee and employer be mutually profitable and harmonious. The County desires to provide a safe place to work and safe equipment to use, as well as to establish and insist upon safe methods and practices at all times.

Safe practices, on the part of county employees, must be part of all operations. This responsibility is required of each official and employee who conducts the affairs of the county, no matter in what capacity they may serve. The idea of job production and safety should be inseparable.

Employee cooperation regarding safety matters is expected as a condition of employment. Supervisors are responsible for the safety and wellbeing of their staff in the workplace. This responsibility can be met only by working continuously to promote safe working practices among all employees and to maintain property and equipment in safe operating condition.

An effective safety program consists of many parts. The program's goal is to minimize injury/illness and maximize incident reduction, while also reducing property damage by vandalism, theft and fire, damage and injury to the general public, and safe operation of our motor vehicle fleets.

The Madison County Safety Program is designed to establish and maintain a Safety Committee with staff participation to enable the county to provide for the well-being and safety of the employees and residents of Madison County. It is fully endorsed and supported by the County Commissioners and State Fund and it is to be incorporated into the operational procedures of each Madison County department and shall comply with the current Federal and State Safety and Health Regulations.

The county and each of its departments should introduce changes to the program, wherever necessary, to make it compatible with local circumstances. These changes should be coordinated with the County Safety Coordinator.

The purpose of Safety policies and procedures is to provide a management system for the prevention of occupational injuries and illnesses and compliance with regulations concerning occupational safety and health. Safety Policies and Procedures assign safety responsibilities, promulgate countywide procedures, and set minimum safety program requirements for issues involving county departments. Additional department specific policies and procedures will be issued to implement safety programs.

This Safety Program provides general direction for the administration of occupational safety and health management for Madison County. It is intended to meet the letter and spirit of the Montana Safety Culture Act and achieve full compliance with federal Occupational Safety and Health Administration (OSHA) regulations, along with Department of Labor and Industries (DLI) as adopted by the State of Montana, governing workplace accident prevention programs.

Safety policies and procedures are provided to address specific safety and health issues or to meet the regulatory requirements for written compliance programs.

Madison County is committed to providing dependable, economical services to the public. The county recognizes its employees as the most important resource in meeting that commitment and is dedicated to providing a safe and healthful work environment.

The county recognizes that some accidents may be caused by unsafe conditions or unsafe behavior and strives to systematically eliminate unsafe acts and conditions. In meeting that goal, it is the policy of Madison County to:

- Provide a safe workplace including facilities, equipment, tools and vehicles that meet safety and health standards and practices.
- Define and implement safe work practices to address hazards unique to specific job assignments.
- Train employees in the safe performance of assigned jobs.
- Monitor workplace conditions and employee behavior to ensure compliance with the Madison County Safety Program, as well as individual department and division safety and health requirements.
- Involve all employees in a systematic effort to recognize, report, and correct hazardous conditions and practices.
- Investigate and analyze accidents to identify and eliminate any unsafe conditions and behaviors.

Safety and incident prevention are a fundamental responsibility of every employee of Madison County. The Safety Program is one tool used toward the goals of providing quality services, maintaining a positive public image, enhancing employee development, and effectively using county resources.

## SECTION 3

## RESPONSIBILITIES

The health and safety of our workforce is of utmost importance to us and they are recognized as our most valuable asset. Madison County is in the business of providing services to our constituents and not run by profits. We can afford to stop when necessary to make an unsafe work condition a safe one. But, it's not just about saying it. It's about living it every day.

There are eight safety commitments that guide how we conduct our business. All eight are critical to reinforcing the behavior and attitude we want to see in our employees, but the first one best illustrates our commitment to safety:

***“Our work is never too urgent or important that we cannot take the time to do it safely.”***

### **Safety Commitments**

Working here means working safely:

1. Our work is never so urgent or important that we cannot take time to do it safely.
2. All injuries are preventable.
3. Everyone is responsible to refuse unsafe work. If it doesn't feel safe, don't do it!
4. Everyone is responsible to raise concerns about the hazards encountered.
5. All levels of supervision are accountable for safety performance.
6. Employee commitment is essential to safety performance.
7. Excellence in safety leads to excellence in service.
8. Safety attitude off the job is as important as on the job.

While these commitments are the foundation of our goal to have an injury-free workplace; they are put into practice through awareness, education, and empowerment of our employees. And that's what's really important. Working at Madison County means working safely.

All Madison County employees share in the responsibility to establish and maintain a safe working environment. The following responsibilities are guidelines to establish accountability for the Safety Program.

### **Elected Officials and Department Heads**

- Ensure that the design, maintenance of facilities, tools, equipment and vehicles meet or exceed established safety standards.
- Approve and ensure usage of policies, procedures and safe work practices for department occupations, tasks and locations.

- Approve and ensure usage of safety-training requirements for department employees based on their occupations, work locations and tasks.
- Review department Accident Investigation Report and department injury and illness trends. Seek corrective action when necessary.
- Review workplace inspections and direct appropriate corrective action to achieve a safe work environment.
- Enforce county and departmental tool, equipment and vehicle standards and rules governing the workplace behavior of employees.
- Ensure employee participation in county and department-required safety training. Recommend additions, deletions, and modifications of safety training requirements or training programs based on observed workplace conditions and employee work behavior.
- Assist Human Resources in investigating incidents involving employee injury or illness and/or damage to vehicles or another county property. Determine the facts and causes of the accident. Implement or recommend corrective actions for the purpose of preventing similar occurrences in the future.
- Encourage employee involvement in safety hazard recognition and act on hazard elimination, and hazard control suggestions from the Safety Committee/Safety Coordinator and individuals.
- Identify unsafe work conditions and unsafe practices and make arrangements for those conditions, or practices to be corrected as soon as possible.

## **All Employees**

- Abide by the county and department work practices established for specific job assignments and occupations.
- Report occupational injuries, illnesses, and near misses immediately to their supervisor or by the end of the work shift, obtaining first aid and/or medical attention that may be required. Participate in incident investigations as requested by the Supervisor/Human Resources.
- Participate fully in safety training. Suggest improvements in safety training requirements or programs to the Supervisor or the Safety Committee/Safety Coordinator.
- Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the Supervisor or Safety Committee/Safety Coordinator as appropriate.

## **Safety Coordinator**

The Safety Coordinator's duties include, but are not limited to, the following:

- Assist and advise all levels of management in establishing an effective safety program.
- Provide new employee general safety and health training/orientation.
- Plan and coordinate inspections, drills, meetings, trainings, and classes, and assist management in all areas of safety and health.
- Assist and provide support for the Safety Committee.

- Coordinate and/or assist in the investigation of all non-employee personal injury and property damage incidents unless jurisdiction falls to a law enforcement agency.
- Review and revise Safety programs, policies, and procedures.
- Provide hazard assessments for qualifying department participation in required programs.
- Maintain safety training documentation and record keeping.
- Oversee mandatory training for pertinent programs as required in participating departments.

## **Safety Committee**

The Safety Committee is an advisory body organized to bring employees and management together in a cooperative effort to foster a safety culture and reduce on-the-job injuries and illnesses in the workplace; to provide the mechanism to promote and maintain a safe and healthy working environment for Madison County employees; to protect the public's resources; to evaluate and make recommendations regarding incidents, practices, resources and issues, to reduce the county's exposure to risk and loss; and to assist the Madison County Commission in the administration of the Safety Program.

Further information regarding Safety Committee procedures and membership can be found in the Madison County Safety Committee By-Laws located in the Safety Coordinator files and on the Madison County website.

<b>SECTION 4</b>	<b>SAFETY TRAINING</b>
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It is the policy of Madison County to provide all safety training prescribed by regulatory requirements and to ensure that all employees understand the hazards to which they may be exposed and how to prevent harm to themselves and others. No employee is expected to undertake a job until he or she has received instructions on how to do it properly and has been authorized by their Supervisor to perform that job. Employees are expected to participate and cooperate fully in training programs and to accept and follow established safety and health precautions.

Each worksite presents a unique training challenge. Therefore, each department is expected to specify and provide safety training that is tailored to each employee's occupation, task, and job location. To the extent possible, safety training should be integrated into general job training, rather than treated as a separate issue.

All safety-related training must be documented; the records are to be maintained in the Safety Coordinator and/or department files. Documentation shall include a list of employees in attendance, date, the name of the trainer, and an outline/copy of the topics discussed or category of safety training delivered.

## **New Employee Safety Orientation**

The purpose of new employee safety orientation is to provide the employee with information about:

- General hazards and safety rules of the worksite



- Training in mandatory program-specific hazards if applicable, i.e., Hazard Communication, Hearing Conservation, Lockout/Tagout, Bloodborne Pathogens
- First Aid information
- Emergency/Evacuation Plan notification and action procedures
- Potential hazard information
- Personal work habits and responsibilities, e.g., Proper Lifting and Back Safety, Office Safety and Office Ergonomics, Working in Extreme Weather Conditions.
- Safety Program and Safety Committee
- County Safety and Health activities
- Discussion of questions the employee may have pertaining to the Safety Manual, aspects of safety related to their departments (a Department Job-Specific Orientation and training should also be provided by the Department Head/Elected Official).

The new employee receives a copy of the Safety Manual upon being hired. The employee is asked to read the manual prior to their New Employee Orientation. The New Employee Orientation should take place as soon as practical upon the employee beginning assigned duties, and will be provided by the Elected Officials, Human Resources, Finance, IT, and Safety Coordinator. The "Receipt of Madison County Employee Safety Manual Form" is to be signed by the employee and included in the employee's personnel file.

## **Continuous Refresher Safety Training**

The Montana Safety Culture Act requires "each employer (with over 5 employees) to conduct an educational-based safety program, including but not limited to a safety training program to provide: continuous refresher safety training, including periodic safety meetings."

Madison County is committed to establishing a program of departmental participation in Safety Meetings and Trainings. Continuing Refresher Safety Training should include, but is not limited to: Mandatory annual training in required programs; Proper Lifting and Back Safety; Workplace Ergonomics and proper Body Mechanics for the job performed; Electrical Safety; Housekeeping and Proper Storage techniques; etc.

## **Job-Specific Safety Training**

Job-specific safety training includes personal on-the-job instruction, safety meetings or formal classroom instruction intended to enhance the safety of specific tasks or occupations. Some job-specific training is prescribed in county departmental policies and procedures or in regulatory requirements.

Departments will provide additional training as necessary to improve employee knowledge of safety rules, procedures, and safe practices. The intent of this policy is that safety training will enhance the employee's understanding of workplace hazards and the prevention of occupational injuries and illnesses, rather than to prescribe the specific format of the safety training.

## **SECTION 5 SAFETY RULES AND REGULATIONS**

### **Employee General Safety Rules**

- Seek medical attention, if necessary, for any incident resulting in an injury. All incidents must be reported to the supervisor as soon as possible or by the end of the work shift.
- Report unsafe conditions, procedures, and practices to your supervisor immediately.
- Possession of firearms on Madison County property is prohibited unless part of the employee's job description.
- The use or possession of alcohol, illegal drugs, or other controlled substances on the job is prohibited including the detection of illegal substances while performing duties for Madison County.
- Smoking is permitted in designated areas only.
- Each employee is responsible for good housekeeping. Keep your work area in a clean, uncluttered state. Do not walk by a situation of poor housekeeping if it can be easily corrected or needs immediate attention such as spills on floors, ice on steps, and so on. Call the Facilities Department if the situation requires their attention.
- Obey all warning tags and signs. They are there because hazards exist.
- No employee should take chances on the job which could endanger his or her personal safety and health or the safety and health of co-workers or others.
- Do not operate machinery or use tools you are not qualified to use.
- Do not enter hazardous areas you are not authorized to enter.
- Use all personal protective equipment and devices required and provided.
- If an established job procedure must be deviated from, supervisory approval should be obtained and an alternative, temporary job procedure must be agreed upon. This alternative job procedure should not create any new or additional hazards or unnecessarily expose employees to hazards.
- Become familiar with and conduct your work activities in accordance with these general safety rules and other specific safe operating procedures which are applicable.
- Refrain from fighting, horseplay, or distracting fellow workers.
- Follow proper lifting procedures at all times.
- Wearing of safety restraints when riding/driving a county vehicle is mandatory if so equipped.

- Know the location of fire exits and evacuation procedures.
- Participate in safety training.
- When operating county vehicles or equipment, drivers must operate/drive safely and prudently.
- When using cell phones in a county vehicle, pull over and stop on the side of the road or utilize a hands-free device.
- Above all, be ALERT and be RESPONSIBLE! Your safety and health depends on it.

<b>SECTION 6</b>	<b>PROGRAMS, POLICIES, AND PROCEDURES</b>
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## **Hazard Communication/Global Harmonization**

Madison County has an established Hazard Communication/GH (HazCom) Program. A copy of the HazCom Program is available in the Safety Data Sheet (SDS) Binders located in participating departments and their respective shops and field locations.

The HazCom Program complies with the OSHA Hazard Communication Standard (HCS) 29 CFR 1910.1200, by compiling a hazardous chemicals list, using applicable SDS, ensuring that containers are labeled, and by providing training and necessary personal protective equipment (PPE).

Copies of the HCS are also available in the SDS Binders. Under this program employees will be informed of the contents of the HCS, and provided with applicable SDSs that provide information pertaining to the hazardous properties of the chemicals with which they work, safe handling procedures, hazard material labeling, and measures to take to protect themselves from these chemicals.

For more information refer to the Madison County Hazard Communication Program.

## **Hearing Conservation**

In the event the need for protection from noise exposure becomes evident through hazard assessments, a Hearing Conservation (HC) Program should be established. If it is determined that an HC Program is advised then it will become the policy of Madison County to protect the hearing of all workers whose noise exposures equal or exceed an action level of 85 decibels (dB) for an 8-hour day. In accordance with the policy, this organization will establish an HC Program. This program would apply to all persons working in areas or with equipment that have noise levels of 85 decibels, A weighting (dBA) or higher.

The purpose of an HC Program is to prevent occupational hearing loss and comply with the OSHA Standard 29 CFR 1910.95 for Occupational Noise Exposure. An HC Program includes as a minimum: noise monitoring; audiometric testing; hearing protectors; education and training; and record keeping.

Occupational noise can cause hearing loss, and increase the worker's susceptibility to other workplace problems including physical and psychological disorders, interference with speech and communication, and disruption of job performance associated with excessive noise intensities. This exposure to noise produces hearing loss of a neural type involving injury to the inner ear hair cells. The loss of hearing may be temporary or permanent. Brief exposure to noise may cause a temporary hearing loss. Repeated exposure to high noise levels will cause a permanent loss. Permanent hearing loss is preventable with the continued use of proper hearing protection and reduction of workplace noise levels to 85 decibels or below.

## **Bloodborne Pathogens**

In accordance with OSHA Standard 29 CFR 1910.130 Madison County has established a Bloodborne Pathogens (BBP) Program which is to be monitored by the Human Resource Specialist, Safety Coordinator, and Public Health Department. A copy of the BBP Program should be located in all departments. BBP training should be provided to all newly hired employees based on their risk level, and to all high risk departments on an annual basis.

The Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV) which causes AIDS, are the most prominent bloodborne pathogens. The OSHA Standard requires that the employer offer employees in high risk departments the Hepatitis B vaccine at no expense to the employee. The employee should sign a Participation/Declination Form to participate in or decline participation in the Hepatitis B vaccination (currently there are no vaccines available for HCV or HIV).

The departments with a high risk of potential BBP exposure include the Sheriff's Department, Emergency Management, Sanitarian, Public Health Department, Solid Waste District, Fairgrounds, Safety Coordinator, Maintenance and Custodial Departments, Nursing Homes, and other department employees who perform janitorial functions. Due to the greater risk of exposure these departments have extensive departmental procedures included in the BBP Program to cover potential exposure situations. Regardless of risk level all employees should follow the BBP Program procedures and report exposure incidents to their supervisor, the Public Health Department, and seek medical evaluation and treatment as soon as possible.

For more information refer to the Madison County Bloodborne Pathogens Program.

## **Lockout/Tagout Procedures**

OSHA Standard 29 CFR 1910.147 requires that hazardous energy must be controlled during service or maintenance of machines and equipment. Lockout/Tagout (LOTO) procedures are necessary to protect workers from electric shock, accidental start-ups, or other release of energy.

Every department that has employees performing maintenance where there is exposure to hazardous energy must have:

- Locks and/or tags and other lockout devices that are not used for anything else.
- Procedures for performing such maintenance specific to their area.
- Training for all employees involved in maintenance activities.

LOTO of energy isolating devices should be used to ensure that the machine or equipment is isolated from all potentially hazardous energy, and locked out and/or tagged out before employees performing any servicing or maintenance activities where the unexpected energization, start-up, or release of stored energy could cause injury.

For more information refer to the Madison County Lockout/Tagout Policy.

## **Personal Protective Equipment**

Personal Protective Equipment (PPE) plays an important role in protecting workers from hazards on the job. PPE is required in particular locations and for certain tasks, based on safety regulations and good safety practice.

Protecting our employees by providing a safe work environment is a core safety value of Madison County. It is the county's objective that employees use recommended PPE in areas where their use would prevent employee injuries. The use of proper PPE should be determined as conditions warrant and/or ordered to do so by a Supervisor. Employees should take necessary precautions, follow proper safety procedures, and use recommended PPE when necessary to avoid exposure to injury or illness to themselves and others.

The following are recommended uses for PPE per OSHA General Industry Standards:

- Hard Hats - when working in areas where there is a potential for injury to the head from falling objects. (29 CFR 1910.135(a)(1))
- Safety Vests or High Visibility Clothing - High visibility is one of the most prominent needs for workers who must perform tasks near moving vehicles or equipment.  
(Federal Highway Administration's (FHWA) Worker Visibility, 23 CFR Part 634.1; section 5(a)(1) of the OSH Act, 29 U.S.C. §654(a)(1), also known as the General Duty Clause)
- Protective Footwear - when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such an employee's feet are exposed to electrical hazards. (29 CFR 1910.136(a) Reference "Clothing and Footwear Allowance" APPENDIX A, Madison County Employee Handbook.
- Hand Protection - to use appropriate hand protection when an employee's hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes. (29 CFR 1910.138(a))
- Eye and Face Protection - use of appropriate eye or face protection when exposed to eye and face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. (29 CFR 1910.133(a)(2))
- Hearing Protection - protection against the effects of noise exposure shall be provided when employees are exposed to an 8-hour time-weighted average of 85 decibels or greater. (29 CFR 1910.95)
- Personal Fall Arrest System – is one option of protection for workers who are exposed to vertical drops of 6 feet or more. (29 CFR 1926.502(d) Construction) (4 feet General Industry 29 CFR 1910.23)

Employees should wear clothing suitable for the job to be performed. Suitable clothing means clothing that will minimize the possibility of damage from moving machinery, hot or injurious substances, weather conditions, or harmful agents.

Supervisors should be responsible to ensure compliance with the provisions of the State Administrative Code by all members of their crews, or departments. The PPE selected should meet applicable standards, such as those of Occupational Safety and Health Administration (OSHA), the Mine Safety and Health Administration (MSHA), National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), or the National Fire Protection Association (NFPA).

## Confined Spaces

There are no established, or designated confined spaces that effect routine daily work activities for employees at this time. However, very few work situations have as much potential for serious safety hazards as confined spaces. The atmosphere in a confined space may have insufficient oxygen to support life, or may be toxic, flammable or explosive. The lack of ventilation in confined spaces causes welding, painting, use of hazardous materials, or other activities that change the atmosphere to be especially dangerous. The limited opening for entry and exit makes rescue difficult and dangerous.

Most of the severe injuries and fatalities in confined spaces occur because an employee either went into a confined space without first testing its atmosphere or did not continuously monitor the space. If in the event county employees, during the course of their duties, encounter confined spaces that have not been specifically evaluated, the following is a general guideline for all employees. Each department will, on an as needed basis develop, train, operate, and monitor a specific confined space procedure for that area.

More than half of the fatalities in confined spaces are would-be rescuers. Prior to entry, assume that every confined space has an unknown hazardous atmosphere.

A **confined space** is a space that has all of the following characteristics:

- is large enough for an employee to bodily enter and configured so that the employee can perform assigned work,
- limited or restricted means for entry or exit, and
- not designed for continuous employee occupancy.

Examples of confined spaces include: culverts, tanks (e.g. water trucks), vessels, manholes, storm drains, headwalls, silos, storage bins, hoppers, meter vaults, digesters, lift and transfer stations, shafts and pits. Unfavorable natural ventilation is common in confined spaces.

## Fall Protection

Due to the diversity of work environments and rare occasions that fall protection may be required, Madison County currently addresses the need for fall protection on an incident by incident basis, i.e., harness and lanyard, man-lift, guard rail. The best safety procedures and training for an infrequent situation where employees must work at heights over 4 feet are discussed and implemented on an as needed basis.

## Respiratory Protection

In the event a need for protection from exposure to high dust or particulate levels, exposure to toxic materials, or oxygen deficiency becomes evident, a Respiratory Protection Program should be established. The program would provide a medical examination, fit testing of a respirator, and training on the proper use and care of the respirator for qualified employees.

In some situations, such as dusty outdoor conditions, dust masks may be available as a convenience. There would be no obligation that the masks be worn, and the requirements in the above paragraph do not apply.

## Vehicle Fleet Safety

The operation of vehicles is required in many aspects of county employment. How each vehicle is handled and maintained directly affects the effectiveness and efficiency of government services.

Each year, injuries, property and liability damage claims continue to occur. Most direct costs of these incidents are paid by insurance. However, the indirect costs are paid by the county, such as increased premiums, loss of vehicle use, vehicle replacement costs, loss of employee productivity, deductible payments, increased paperwork, etc.

Further information regarding vehicle fleet safety, procedures, and minimum qualifications for the operation of county-owned vehicles and privately-owned vehicles while conducting official business, and employee actions at accident scenes refer to the Madison County Personnel Manual, or the Madison County website.

### **SECTION 7 SAFETY AND INCIDENT PREVENTION**

The purpose of this section is to establish guidelines and areas of responsibility for maintaining a safe and healthy work environment.

Elected Officials/Department Heads or immediate supervisors should make sure that the employees under their supervision are well acquainted with existing safety rules and should see that the rules are uniformly enforced. Safety education and adherence of all safety rules should be promoted by supervisors. Everyone should be constantly on the alert to observe and report unsafe working practices or existing hazardous working conditions with the aim of immediate correction.

The county maintains Workers' Compensation (WC) Insurance to cover injury/illnesses incurred by county employees when on duty. Liability insurance is carried to cover incidents affecting citizens and visitors if there is negligence by staff or the county.

## Incident Reporting

Reporting is a basic and essential part of an effective management and loss control program. Since every incident includes a sequence of contributing causes, it is possible to avoid a repeat performance of the first event by recognizing and reducing or eliminating these causes. The removal of a single cause can prevent a recurrence.

**Incident Report forms can be found in the Madison County website at <http://madison.mt.gov/departments/Finance/CountyForms/WorkComp.pdf>, and in all departments located in the **RED INCIDENT REPORTING** file may be used for many purposes including but not limited to Property Damage With/Without Injury, Near Miss, Safety Violations reporting, etc.**

- An incident involving Property Damage Without Injury should be reported to the Department Head/Elected Official, and the Incident Report form filed with Safety Coordinator for processing (copy to HR).
- An incident of Property Damage/With Injury should include the Property Damage Incident Report to be filed with HR for processing (copy to Safety Coordinator), and a First Report filed with the State Fund WC Claims Division.

- In the case of a Near Miss, Safety Violation, or other Safety documentation the report should be delivered to the Department Head/Elected Official and Safety Coordinator for investigation,

## **Reporting policies and Procedures**

### **Occupational Incident Injury/Illness**

1. All occupational injuries/illnesses, no matter how minor, should be reported as soon as physically able, and no later than the end of the work shift to the immediate Supervisor. Some departments may require a written incident report to be provided, e.g. Nursing Homes.
2. The employee should obtain appropriate medical treatment in accordance with the Safety and Health Policies.
3. If the incident caused illness/injury (physical harm to the body) an employee may elect to either fill out an Incident Report filed in the department (injury requiring no care or minor first aid) or First Report of Injury form that will be filed with State Fund Workers' Compensation (WC) Division. All questions should be answered to ensure that your medical costs and any salary lost because of the injury will be paid.
4. The immediate Supervisor should record all appropriate information that will facilitate a thorough investigation of the incident.
5. In the event of a work-related fatality (occurring within 30 days of the work-related incident should be reported within 8 hours), and all work-related inpatient hospitalizations, all amputations, and all losses of an eye (occurring within 24 hours of the work-related incident should be reported within 24 hours) the Board of County Commissioners, Department Head/Elected Official, Department of Labor & Industries (406-444-6104), and State Fund's Risk Management Department (406-498-9680) should be notified within the required time limits.
6. In the event of a fatality, notification of next of kin, or those persons *so* designated by employee, should be coordinated through and approved by the County Commissioners.
7. Human Resources should be the prime contact between the county and the State Fund WC Division for industrial injury claims. The Madison County Nursing Homes provide their own in-house monitoring of Workman's Comp Claims.
8. All injuries should be considered "alleged injuries" if they are suspicious in nature, not witnessed, reported late, or of a non-visible nature.
9. The Safety Coordinator/Safety Committee should review all industrial incidents and recommend appropriate actions to avoid, prevent, or reduce future similar incidents.
10. Employees should refer all formal requests for production of evidence relating to industrial injuries to the Madison County Attorney prior to releasing any information.

### **Near Miss**

1. An Incident Report should be filled out for any near miss situation. The near miss should be reported to the Department Head/Elected Official, an Incident Report form filled out, and the Safety Coordinator notified as soon as possible.
2. The Department Head/Elected Official should record all appropriate information that will facilitate a thorough investigation of the incident. Time is of the essence for clarity of recall when determining the cause and corrective action to be taken.



3. The Safety Coordinator should investigate the details of the incident with the Department Head/Elected official and any witnesses as soon as possible and document the pertinent information in the Incident Investigation form. A discussion of the incident with all those involved should result in plans to mitigate and prevent an actual injury/ illness incident from occurring.

IMPORTANT: Department Heads/Elected Officials should assist their employees in filling out the First Report of Injury or Incident Report. The process provides pertinent information in maintaining a safe work environment. Details should be investigated and discussed with the Safety Coordinator to mitigate hazardous conditions and to prevent repeat incidents from occurring.

Human Resources should report the necessary information regarding First Reports, Incident Reports, and Investigations to the Safety Committee in order to further analyze the situations and provide additional preventive recommendations and solutions.

## **Safety Violations**

1. An employee should report a safety violation to the Department Head/Elected Official. The reported violation should be documented on an Incident Report form. The Safety Coordinator should receive a copy of the safety violation report as soon as possible.
2. An employee may report a safety violation anonymously on an Incident Report form or on any available form of paper without a signature.
3. The Department Head/Elected Official and the Safety Coordinator should address the reported Safety Violation as soon as possible to mitigate the issue and avoid an incident from occurring.

## **Property Damage Without Injury**

1. All incidents, no matter how minor, which result or may result in a liability claim against the county, or give the county a liability claim against others, should be promptly reported to the Department Head/Elected Official and a written Incident Report provided.
2. All damage to or loss of county property in excess of one hundred dollars (\$100) in value should be reported (excluding cracked windshields) to the Department Head/Elected Official using an Incident Report Property Damage Without Injury form to be filed with the Commission office for processing (copy to Safety Coordinator). This includes damage to buildings, grounds, infrastructure, signs, equipment, tools, supplies, etc. Property damage with injury may require the additional filing of a First Report of Injury with State Funds Workers' Compensation Division.
3. Damage that is not of natural cause should be reported to the Madison County Sheriff's Department as soon as possible. The employee and the immediate Supervisor should cooperate with the thorough investigation of the incident.
4. **Employees should not discuss details of the investigation with unauthorized persons and should not admit liability.**

## **Vehicular Collision**

1. All vehicular collisions involving county vehicles or personal vehicles used on county business, no matter how minor, should be reported promptly to law enforcement, the Department Head/ Elected

Official, and Safety Coordinator and Human Resources if injury occurred as soon as physically able. The employee should also request that all parties and properties concerned remain at the scene of the incident if possible until a law enforcement representative has released them.

2. An employee involved in a collision should obtain appropriate medical treatment as needed.
3. The employee should refrain from making statements regarding the incident with anyone other than the investigating officer, employer's officials, and employer or personal insurance company representatives. Statements should be confined to factual observations.
4. Anytime an incident causes injury a First Report of Injury should be filed by Human Resources with State Fund's Workers' Compensation Division.
5. Any damage to property requires an Incident Report to be completed and filed with the HR (copy to Safety Coordinator) and inclusion in the employee's personnel file.
6. Damage to the vehicle should then be reported to the insurance carrier (or appropriate body) and processed through the HR office.
7. If the incident may result in someone alleging liability against the county, the HR office should also file the report with the county insurance carrier (or risk pool, etc.).
8. In the case of a fatality or if two or more employees are hospitalized, the Department Head/Elected Official should report the incident to the Board of County Commissioners, HR, Safety Coordinator and the nearest office of the Department of Labor and Industries (406-444-6401), and State Fund Risk Management (406-498-9680). The report should relate the circumstances, the number of fatalities, and the extent of any injuries.
9. The Department Head/Elected Official and Safety Coordinator should investigate the incident and the Safety Committee should review all collisions and recommend actions to avoid, prevent, or reduce future similar incidents.
10. County employees should refer all formal requests for production of evidence relating to a vehicular collision to the County Attorney prior to releasing any information.

### **Defective Equipment**

When an incident happens where defective equipment is a possibility, the following action should be taken:

1. Follow the procedures for Property Damage With/Without Injury.
2. Turn the equipment involved over to the employee's Supervisor.
3. A detailed report should be written to include circumstances surrounding the incident and manufacturing information available concerning the equipment in question.
4. The Department Head/Elected Official and Safety Coordinator should investigate the incident and the Safety Committee should review and recommend actions to avoid, prevent, or reduce future similar incidents.

### **Incident Investigation**

The purpose of incident investigation is to prevent repeat incidents by learning causes so that corrective actions can be taken to implement needed physical changes, improve operating procedures, improve safety and supervision, upgrade training, and reduce the probability of a repeat event and resulting loss of human and economic resources.

## **SECTION 8 — HEALTH, SAFETY AND LOSS CONTROL INSPECTIONS**

The purpose of periodic Health, Safety and Loss Control Inspections is to identify any risks or occupational health and safety concerns, to correct them so as to protect the county's employees and assets (financial and physical), and to reduce risk of incident, injury, and other forms of loss.

Recommendations:

- On an annual basis, the Safety Coordinator/Risk Manager should inspect, or cause to be inspected department(s), buildings(s), or grounds as required by the Montana Safety Culture Act.
- The county cooperates with the State Government in any Occupational Safety and Health Administration (OSHA)-related inspections within the county. The Safety Coordinator and/or Safety Committee member(s) should accompany the Department of Labor & Industries (DLI) Health and Safety Bureau personnel on any inspections.
- Department Heads/Elected Officials and employees should assist and cooperate in all inspections to ensure that all areas are reviewed and all hazards are identified.

Procedures:

### Inter-County Safety Inspections

Inspections should be conducted Safety Coordinator, drawing upon the assistance of staff and consultants, etc., as needed. Safety Committee inspections may address any area of loss control, and should be documented in writing.

1. Emphasis should be placed upon conditions of facilities, equipment, tools and machines, electrical conditions, lighting, guarding, storage, chemicals, First Aid and emergency equipment, and housekeeping, etc., as well as implementation of the overall programs.
2. Conditions noted to be unsafe should be tagged and taken out of service until the unsafe condition has been mitigated and a complete inspection report written and delivered to the department for mitigation. The report should include mitigation response dates and documentation of the results and procedures followed.
3. Responsible Department Heads/Elected Officials should return the inspection report by the specified date to the Safety Coordinator/Safety Committee with documentation of the results and procedures followed in the required abatement.

### Montana Department of Labor and Industries (DLI) Health and Safety Bureau Inspections

The Safety Coordinator should act as the county liaison for the inspection and will maintain communication with the DLI Inspector through the inspection process. DLI Inspection compliance officers generally concern themselves with safe working practices, pertinent program documentation, records of required equipment inspections, adequacy of protective equipment, guarding of machines, use of shoring, equipment configurations with respect to operation protection, etc.

1. In the event of receipt of a safety violation, the Safety Coordinator should ensure that the violation is posted on a bulletin board nearest to the violation until it has been abated.

2. The Department Head/Elected Official should insure that the correction of a violation is performed within the thirty (30) day abatement period, unless the abatement period has been extended.
3. The Department Head/Elected Official involved should prepare timely requests to DLI for a variance or for a hearing when the citation is questionable and should be aggrieved.
4. The Board of County Commissioners should be notified when modifications require the expenditure of funds so that appropriate action can be taken.
5. The Department Head/Elected Official should prepare and follow through on any requests for extensions needed indicating why it is needed and how long the delay will be, with a copy to the Safety Coordinator/Safety Committee.
6. Upon actual completion of corrective action, the Department Head/Elected Official will certify, by date and signature at the bottom of the citation form, that each violation has been abated. The form should be forwarded to the Safety Coordinator to be returned to the DLI Inspector.

## SECTION 9      EMERGENCY EVACUATION AND RESPONSE PLAN



### Emergency Evacuation and Response Plan    Madison County, Montana

100 W. Wallace P.O. BOX 278

Virginia City, MT 59755

#### In the Event of an Emergency:

- The means of reporting fires and other emergencies:
  - Fire in the Courthouse should be reported by activating the fire alarm system and/or by calling 911.
  - Fire at any other location should be reported by calling 911.
  - All other emergencies in any location should be reported by calling 911.
  - After 911 has been notified, optional notification of employees through use of the telephone intercom system (**Push “Feature” button, push 631, relay message**) or other means is on a voluntary basis only.
- Employees are alerted to fire or other emergencies by:
  - Fire Alarm system (Courthouse)
  - Dispatch Emergency Notification Service (ENS) / to all county phones and cell phones.
  - Intercom notification (voluntary)
  - Personnel in the field should be notified of an emergency affecting them by radio or cell phone by their immediate Supervisor.
- In all emergency situations direction and procedures to be followed will be determined by Incident Command.
- A Dispatch ENS call will provide a verbal description of the emergency and will identify emergency procedures to be followed.
- In the event of a fire or other emergency requiring evacuation, ALL employees should evacuate immediately by means of the nearest available marked exit and proceed to the designated rally point listed below.
- In the event of emergencies requiring to shelter-in-place, ALL employees should remain to shelter-in-place within their building(s) until further notice from Incident Command.
- Portable fire extinguishers are provided in the workplace for employee use. However, no employee is required to extinguish a fire of any kind at any time. All employees are required to evacuate the building immediately. An employee may voluntarily use extinguishers in an attempt to extinguish an incipient stage fire (low level) before evacuating, or to clear a path for evacuation.
- No critical operations shutdown procedures are required, because no employees are authorized to delay evacuation for this purpose.
- **No employees are assigned to perform medical or rescue duties during emergency evacuation situations.**
- Visitors/Public should be assisted in exiting the building safely. They should be encouraged to go to the rally point. (If they choose to leave, include their evacuation numbers in the personnel accounting report to First Responders.)
- After an on-site emergency evacuation, employees should rally in the following location (s).

- Courthouse and Administrative Services Building – In the open area of 111 W. Wallace St. (overflow parking area across Broadway from the Administrative Building rear parking lot).
- Thompson-Hickman County Library – In the open lawn area west of the building visible to Hwy. 287, and continuing on as directed by Incident Command to the open area of 111 W. Wallace St.
- Public Health – In the empty lot south of the Placer Loop complex.
  - Weed, Road shops, Solid Waste sites – Towards the entrance to the facility, visible to ➤ First Responders, but not impeding their progress.
  - Fairgrounds – In front of the Manager’s cottage.
- After an emergency evacuation, the procedure to account for all personnel should be an employee count taken by the department Dept. Head/Elected Official, or accountable employee, for each department involved, and reported to First Responders upon their arrival on the scene (include members of the public who evacuated).
- For further assistance with emergency evacuation procedures, the following agencies may be contacted: Sheriff’s Dept.; Fire Depts.; Ambulance Services; Local Disaster and Emergency Services; and the Public Health Dept.
- **Nursing Homes will follow their individually established Emergency Evacuation and Response procedures.**



## MADISON COUNTY EMERGENCY EARTHQUAKE PROCEDURE In the Event of an Earthquake Emergency:

- Employees should not depend on prior notification of an earthquake emergency. If however, there is adequate time for a warning, that notification would come from the telephone **Emergency Notification System** (ENS) used by Madison County Dispatch.
- In the event of an earthquake you should:
  - ✓ **DROP, COVER, and HOLD.** Drop to your knees on the floor under a desk, table, or other heavy object and cover your head, hold on to the object and be prepared to move with it.
  - ✓ If no heavy object is near drop to your knees along an interior wall.  
**Note\*** In the Courthouse the space between the two steel doors of a vault, or under a doorway that is part of the architectural structure of the building are good choices. Always cover your head with your arms. **Myth** – Today a modern wooden doorway structure is no more protection than any other part of the building.
  - ✓ **DO NOT** attempt to leave your building during the earthquake. Anticipate aftershocks and evacuate only if and when you feel confident it would be safer to be outside the building (some buildings are structurally sound and it would be safer to remain inside). **Call 911** as soon as possible.
- **This is when you have to start working as a team(s).**
  - ✓ Individual departments determine who is present and missing. If you have evacuated, **DO NOT** go back into the building. **Call 911** as soon as possible. At this point it is undetermined how long it will take for help to come.
  - ✓ As a group **assess your situation** e.g. how many are injured and how badly; administer whatever First-aid is possible (use clothing you have on, or supplies in vehicles); can you hear sirens or see flashing lights; do your best to calm panic; determine leaders in your group.
- **If and when possible make your way to your designated rally point:**
  - ✓ **Courthouse, and Administrative Services Building** – In the open area of 111 W. Wallace St. (Overflow parking area across Broadway from the Administrative Building rear parking lot).
  - ✓ **Thompson-Hickman County Library** – In the open lawn area west of the building visible to Hwy. 287, and continuing on as directed by Incident Command to the open area of 111 W. Wallace St.
  - ✓ **Public Health** – In the empty lot south of the Placer Loop complex.
  - ✓ **Weed, Road shops, Solid Waste sites** – Towards the entrance to the facility, visible to First Responders, but not impeding their progress.
  - ✓ **Fairgrounds** – In front of the Manager's cottage.
- **Until help arrives:**
  - ✓ It may take some time to establish an Incident Command Center and its location. The location may vary based on the earthquakes epicenter, intensity, range, damage, and weather conditions.

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- ✓ As a group decide how long you can wait for help to arrive whether you have made your way to your rally point or not (If you have injuries some may not be able to be moved.)
  - ✓ Watch for flashing lights and sirens of emergency vehicles signaling the location of First Responders, or the Incident Command center. If help does not arrive you may have to go find it. Make your way as a group if possible, or send someone who is capable to get help. Avoid down power lines, damaged buildings, and other hazards as much as possible.
  - ✓ If you move on as a group, try your best to leave behind a message for First Responders e.g. “All safe,” “Gone for help”. Write with a stick in the dirt, scratch a message in cement with a rock, use lipstick on a window, spray paint found in a vehicle, whatever it takes.
  - ✓ If you are unable to move on then do your best to establish temporary shelter. Use vehicles and what’s in them to stay safe. Many vehicles have emergency kits, blankets, extra clothing, water bottles, food, etc.
- **You’re on your own as a team until you can get help, so use your strengths, skills and energy to survive.**